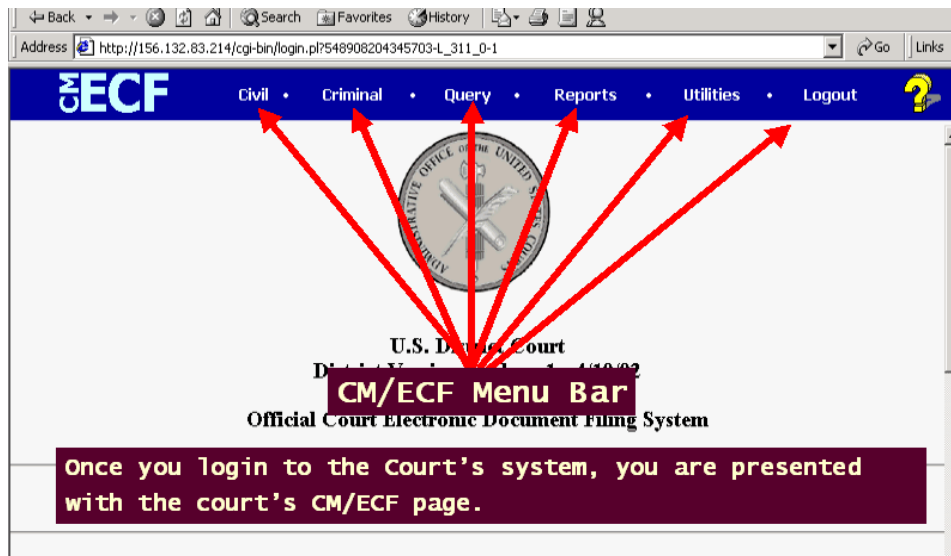


ECF Features

ECF provides the following features that are accessible from the **blue** menu bar at the top of the opening screen. Some of these features require the use of a PACER login and password and will result in the incursion of fees. Fee information will be presented to the user prior to document/report access giving the user the opportunity to either accept the fee and review the requested document or decline the fee and abort the process.



- **Civil:** This option may be used to e-file all civil case PDF documents.
- **Criminal:** This option may be used to e-file all criminal case PDF documents.
- **Query:** This option allows the user to search the Northern District of Florida database by case number, party/attorney name, or filing date and nature of suit to retrieve documents and docket sheets. Queries require a **PACER** login and password in addition to your NDFL CM/ECF login and password.
- **Reports:** This option allows the user to retrieve docket sheets and cases-filed reports. Reports require a **PACER** login and password in addition to your NDFL CM/ECF login and password.
- **Utilities:** This option allows users to view their personal ECF transaction log, maintain their account information, and access certain **PACER** features.
- **Logout:** This option must be used each time a user wishes to exit the ECF system from ECF in order to prevent the unauthorized use of your password.

Note: Always logout of an ECF session by selecting **Logout** from the **blue** menu bar. Never close your browser session by mouse-clicking the small “X” located at the top right corner of the browser window.

Menu Options or “Hyperlinks”

The menu options or hyperlinks found on the main ECF menu represent "event codes" (i.e., mini programs that create case records) and allow users to add information to the electronic case file and the court docket sheet. These codes also perform specific internal and administrative functions that allow your e-filing to be routed to the appropriate judge or magistrate judge. Therefore, users should ensure that the correct event code is chosen before proceeding with the e-filing of a PDF document. When in doubt about the applicability of an event code to your pleading, please consult your local Clerk's Office. Deputy Clerks are ready and willing to assist you during normal office hours.


User Interactions

There are four general types of user interactions allowed by the system:

- Entering information in data fields;
- Using command buttons to direct system activities;
- Mouse-clicking on hyperlinks; and
- Uploading PDF documents to be stored in the court's official case record database.

Screen Features

Most screens have the following two buttons:

-  clears **all** characters *entered by the user* in the box(es) or “fields” located on the current screen and returns the screen to its original condition. Since the **[Clear]** button acts like a reset button resetting the screen to its original condition when it first appeared on your monitor, default text (or text provided onscreen by CM/ECF) will not be cleared.

Note: The **[Clear]** button will only operate on screens that contain fields that may be manipulated by the user. **[Clear]** does not modify screens that contain static text.

- **Next** or **Submit** accepts the information added by the user to a screen and causes the system to display the next screen.

Note: Once a PDF document is transmitted to the court using the **[NEXT]** button located on the last screen of your entry, changes or corrections may only be made by the court or through separately filed amendments or Motions to Amend (if applicable).

Correcting Data Entry Mistakes Prior to Accepting the Transaction

Use the **[Back]** button on the browser's toolbar to go back and correct an entry made on a previous screen if made before accepting the final screen which causes the Notice of Electronic Filing (NEF) to be produced.

Note: Never use the **Forward** button located on the browser's toolbar as ECF will not recognize the changes that you have made. Use the navigation buttons located on the ECF portion of the screen instead, and continue entering information on each screen as requested.

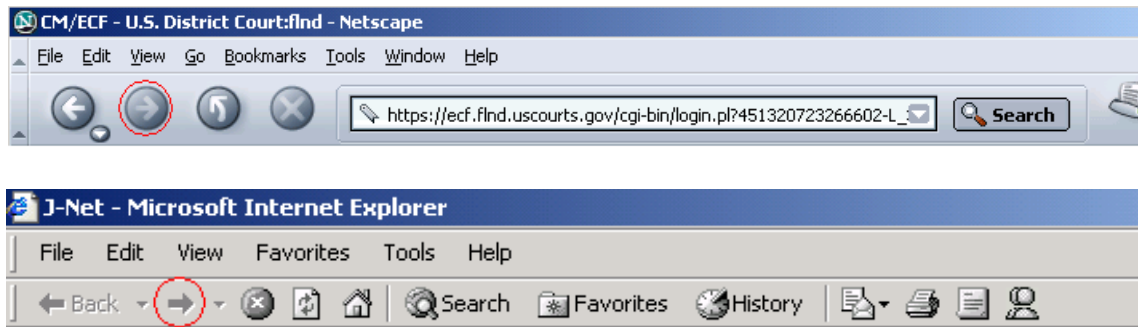
The **[Back]** button is generally located in the top left portion of the browser tool bar, above the blue CM/ECF menu bar:



Note: The **[Back]** button cannot be used once the final **[Next]** button has been clicked on the last docketing screen prior to the creation of the Notice of Electronic Filing (NEF).

The browser menu bar also contains a **[Forward]** button that may appear as shown below:

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The [\[Forward\]](#) button should not be used while docketing. If a user needs to return to a previous screen to make a correction, then the ECF navigational buttons located on the screen beneath the blue ECF menu bar should be utilized to move forward through the entry so that the change will be recognized by the system.

Aborting an Entry

Docket entries can be completely aborted by clicking on any option located within the *blue* menu bar located at the top of the CM/ECF window if done before clicking [\[Next\]](#) on the final **Attention!!** screen.